



Attention New Outfitters/DA's

*Governor*  
C. L. "BUTCH" OTTER

*Chairman*  
WAYNE HUNSUCKER  
Lucile

*Members*  
TOM LONG  
Boise

ALEX IRBY  
Orofino

LOUISE STARK  
Challis

CHRIS KORELL  
Emmett

*Executive Director*  
JAKE HOWARD

*Office Address*

1365 N. Orchard,  
Suite 172  
Boise, Idaho  
83706

(208) 327-7380

Fax  
(208) 327-7382

Enforcement  
(208) 327-7167

Enforcement E-mail  
enforcement@oglb.idaho.gov

E-mail  
licensing@oglb.idaho.gov

Website  
www.oglb.idaho.gov

*"Helping Protect  
Idaho's  
Natural Resources"*

The Idaho Outfitters and Guides Licensing Board requires new outfitter applicants or designated agent applicants to submit a release for a Criminal History Record Check.

This requires a \$10.00 fee be paid to the Idaho State Police, via a money order made out to them.

Please complete all highlighted areas, sign and date the form and return it to the Idaho Outfitters and Guides Licensing Board, 1365 N. Orchard, Suite 172, Boise, ID 83706. We will forward the request and payment to the Idaho State Police.

The results will be mailed to the Idaho Outfitters and Guides Licensing Board, and will be placed in your outfitter/designated agent file. These results will be held in confidence.

Thank you.

IOGLB





# IDAHO STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION



## NAME BASED CRIMINAL BACKGROUND CHECK FORM of the Idaho Central Repository of Criminal History Records

*A separate form must be used for each request. Do not use staples on the forms. A \$10 processing fee must be included. Make checks or money orders payable to the Idaho State Police. We do not accept personal checks from the applicant when a company or agency is the requesting party. Please print clearly in blue or black ink only. A \$20.00 fee will be charged for any returned checks.*

REQUEST				
Please provide an Idaho Criminal History on the individual named below.				
Last Name		First Name		Middle Name
Alias Names (Include Maiden/prior Married Names)	Date of Birth (mm/dd/yy)	Sex	Race	Social Security Number (optional)
Address City State Zip				
<b>WAIVER</b> Idaho law does <b>not</b> require a waiver. However, without a signed waiver from the subject of the record, any arrest more than 12 months old, <b>without</b> a disposition, cannot be given to a non-criminal justice agency. I hereby give permission for the requester, named below, to receive any information maintained by the Idaho Bureau of Criminal Identification concerning myself.  Signature _____ Date _____  <i>This signature on the waiver must be within 180 days of the name check submission.</i>				

### TO BE COMPLETED BY COMPANY OR PERSON REQUESTING BACKGROUND INFORMATION

Requesting Person or Company <b>Outfitters and Guides Licensing Board State of Idaho</b>	Address of Requester (Results will be mailed to this address) <b>1365 N. Orchard Avenue, Suite 172 Boise, ID 83706</b>
Printed Name of Requestor (Print Legibly)	Signature of Requestor

Results of Non-Certified Record Search			
Record Attached <input type="checkbox"/>	No Record Found <input type="checkbox"/>	BCI Initials	Date

#### General Information:

Idaho law does not require a person to give consent. However, without a signed release from the subject of record, any arrest more than 12 months old, without a disposition, cannot be given to a non-criminal justice agency.

Criminal history record information furnished as a result of a non-fingerprint based computerized search is based solely on a search of identifiers provided in the request. Be aware it is not uncommon for criminal offenders to use alias names and false dates of birth, which would adversely affect the completeness and accuracy of a non-fingerprint based search of the Idaho Central Repository of Criminal History Records. No other state or federal agency records can be searched under current law. The bureau does not telephone or fax responses. Please allow ample time for processing this request. Requests are processed on a first come basis.

The records maintained by the Idaho Bureau of Criminal Identification (BCI) are based upon the felony and serious misdemeanor arrests reported to BCI from other Idaho criminal justice agencies. If a person disputes the accuracy of information obtained, that person may challenge the information by writing to the address on this form.

Idaho code 67-3008 (6) states, "A person or private agency or public agency, other than the department, shall not disseminate criminal history record information obtained from the department to a person or agency that is not a criminal justice agency or court without a signed release of the subject of record unless otherwise provided by law."

700 S. STRATFORD DR. MERIDIAN, ID 83642  
(208) 884-7130 FAX (208) 884-7193